

108年3月29日107學年度第2學期第1次課程發展委員會議審議通過  
111年8月15日111學年度第1學期第1次商管學院院課程委員會議修訂通過

選 別	屬性	第一學年				第二學年				第三學年				第四學年							
		科目名稱	第一學期		第二學期		科目名稱	第一學期		第二學期		科目名稱	第一學期		第二學期						
			學分	時數	學分	時數		學分	時數	學分	時數		學分	時數	學分	時數	學分	時數			
必修	基礎 通識	國文	2	2	2	2	進階英文	2	2												
		基礎英文	2	2	2	2															
	核心 通識	台灣歷史與文化	2	2			職場倫理與工作態度	2	2												
		法律與生活			2	2	資訊素養與倫理			2	2										
		創意思考與方法			2	2															
	院共同	管理學	3	3							企業倫理	3	3								
		商業套裝軟體	3	3																	
	專業 課程	日語語法	4	4	4	4	日語訓練	2	2	2	2	商業日文書信	2	2							
		日語聽講練習	2	2	2	2	職場日語聽力訓練	2	2			台灣導覽日語訓練			2	2					
		日語會話	2	2	2	2	服務業日語	2	2			日語口筆譯			2	2					
		日語語法練習	2	2	2	2	觀光日語			2	2	語言測驗			0	0					
		生活日語			2	2	日文寫作技巧	2	2			商用日文	2	2							
							日文閱讀技巧			2	2	第二外國語(三)	2	2							
							旅館日語			2	2	第二外國語(四)			2	2					
							第二外國語(一)	2	2												
							第二外國語(二)			2	2										
	小 計		22	22	20	20		14	14	12	12		9	9	6	6	0	0	0	0	
選修	專業 選修	日本影視作品賞析	2	2			日本產業概論	2	2			日本文書處理(一)	2	2			學期校外實習(一)	4	17		
		日語繪本			2	2	台日關係	2	2			日本文書處理(二)			2	2	學期校外實習(二)	5	20		
		日本文化概論	2	2			日本民俗			2	2	進階職場日文			2	2	學期校外實習(三)			4	17
		溝通技巧			2	2	日本史地	2	2			商業秘書日文	2	2			學期校外實習(四)			5	20
							國際禮儀			2	2	經貿日語			2	2	日中翻譯實務訓練	3	3		
							日語配音訓練	2	2			產經文章導讀	2	2			中日翻譯實務訓練			3	3
							媒體日語聽講			2	2	專業日語訓練(一)	2	2			科技日文	3	3		
												專業日語訓練(二)			2	2	新聞日語			3	3
												證照輔導(一)	2	2			日語談判與交涉實務	3	3		
												證照輔導(二)			2	2	日文簡報技巧			3	3
																	日語綜合練習(一)	3	3		
																	日語綜合練習(二)			3	3
		小 計		2	2	2	2		6	6	4	4		8	8	8	8		9	9	9
合 計		24	24	22	22		20	20	16	16		17	17	14	14		9	9	9	9	

必選 分類通識：由通識教育中心開課分4類共8學分，學生畢業前至少須取得各類2學分。  
英檢英文於二年級下學期開設，為必修1學分2小時。  
體育：一年級為必修課程(第一學期與第二學期均為0學分2小時)，二、三、四年級為選修課程。  
勞作教育：一年級為必修課程(第一學期與第二學期均為0學分2小時)。

\* 學生畢業學分數規定：至少需修滿128學分方可畢業，其中包括必修84學分(基礎通識10、核心通識10、英檢英文1、院共同9、專業課程54)，必選8學分(分類通識)，選修36學分(系上專業選修至少27學分)。

\* 外籍生之第二外國語得開設「華語」。

\* 校外實習課程時數依本校「學生校外實習作業要點」以及教育部規定實施。

\* 畢業學分中校外實習學分至多承認18學分。

\* 選修課程小計是指當學期應開之最低學分/時數。

## Four-Year Program Curriculum of Department of Applied Foreign Languages (Japanese)

2019 Academic Year

Reviewed and approved by the 1st Curriculum Development Committee on March 29, 2018.  
Amended by the 1st Curriculum Committee of Busintess & Management College on August 15, 2022.

Subject	Caterogy	First year				Second year				Third year				Fourth year							
		Course Name	1st Sem.		2nd Sem.		Course Name	1st Sem.		2nd Sem.		Course Name	1st Sem.		2nd Sem.		Course Name	1st Sem.		2nd Sem.	
			Credit	Hour	Credit	Hour		Credit	Hour	Credit	Hour		Credit	Hour	Credit	Hour		Credit	Hour		
Required Subject	Basic general education	Chinese	2	2	2	2	Advanced English	2	2												
		Basic English	2	2	2	2															
	Core general education	History And Culture Of Taiwan	2	2			Workplace Ethics And Working Attitudes	2	2												
		Law And Life			2	2	Information Literacy And Ethics			2	2										
		Creation & Innovation			2	2															
	Common for College	Management	3	3							Business Ethics	3	3								
		Business Software Packages	3	3																	
	Professional Courses	Japanese Grammar	4	4	4	4	Japanese Training	2	2	2	2	Business Japanese Writing	2	2							
		Japanese Listening And Speaking Training	2	2	2	2	Workplace Japanese Listening	2	2			Japanese Training For Guiding Of Taiwanese Culture			2	2					
		Japanese Conversation	2	2	2	2	Hospitality Japanese	2	2			Japanese Translation And Interpreting			2	2					
		Japanese Grammar And Training	2	2	2	2	Tourism Japanese			2	2	Language Proficiency Testing			0	0					
		Japanese For Everyday Use			2	2	Japanese Writing Skills	2	2			Business Japanese	2	2							
							Japanese Reading Skills			2	2	Second Foreign Language(III)	2	2							
							Japanese For Hotel Staff			2	2	Second Foreign Language(IV)			2	2					
							Second Foreign Language(I)	2	2												
							Second Foreign Language(II)			2	2										
	Subtotal			22	22	20	20		14	14	12	12		9	9	6	6		0	0	0
Elective Subject	Professional Courses	Appreciation Of Japanese Video Works	2	2			Introduction To Japanese Industry	2	2			Japanese Word-Processing(I)	2	2			Internship Program(I)	4	17		
		Japanese Picture Book			2	2	Taiwan-Japan Relationship	2	2			Japanese Word-Processing(II)			2	2	Internship Program(II)	5	20		
		Introduction To Japanese Culture	2	2			Japanese Folk Culture			2	2	Advanced Workplace Japanese			2	2	Internship Program(III)			4	17
		Communication Skill			2	2	Japanese History And Geography	2	2			Japanese For Business Secretary	2	2			Internship Program(IV)			5	20
						International Etiquette			2	2	Japanese For Economics And Trade			2	2	Japanese-Chinese Translation Training	3	3			
						Japanese Dubbing Training	2	2			Industrial Articles Reading			2	2	Chinese-Japanese Translation Training			3	3	
						Media Japanese Listening & Speaking			2	2	Professional Japanese Training (I)	2	2			Technological Japanese	3	3			
											Professional Japanese Training (II)			2	2	Journalistic Japanese			3	3	
											Certification Guidance (I)	2	2			Japaneses Negotiation Practices	3	3			
											Certification Guidance (II)			2	2	Japanese Presentation Technique			3	3	
																Japanese Integrated Practice(I)	3	3			
																Japanese Integrated Practice(II)			3	3	
		Subtotal			2	2	2	2		6	6	4	4		8	8	8	8		9	9
Total			24	24	22	22		20	20	16	16		17	17	14	14		9	9	9	9

\* Liberal Arts: Courses offered by the General Education Center are divided into 4 categories with a total of 8 credits. Students must obtain at least 2 credits in each category before graduation.

\* "English for Proficiency Tests" will be offered in the second semester of the second grade, and it is a required course of 1 credit and 2 hours.

\* Physical education: the first grade is a required course (the first and second semesters are 0 credit and 2 hours), and the second, third and fourth grades are elective courses.

\* Labor education: the first grade is a compulsory course (the first semester and the second semester are both 0 credit and 2 hours).

\* Regulations on the number of credits for students to graduate: at least 128 credits are required to graduate, including 84 credits for required courses (Basic General Studies 10, Core General Studies 10, English Proficiency Tests 1, Common for College 9, professional courses 54), 8 required credits (Liberal General Studies), and 36 elective credits (At least 27 credits of major electives in the department).

\* Foreign students are allowed to take "Mandarin" as the Second Foreign Language.

\* The hours of off-campus internship courses are implemented in accordance with the school's "Off-Campus Internship Guidelines for Students" and the regulations of the Ministry of Education.

\* A maximum of 18 credits are recognized for off-campus internship credits in graduation credits

\* The elective course subtotal refers to the minimum number of credits/hours that should be offered in the semester.